

# Maximum Cheer and Dance

REQUEST FOR PROPOSAL (RFP) Event Space

1808 Anthony Road, Suite 101 Burlington, NC 27215 Phone: 4245-262-9263

Email: [info@maximumcheeranddance.com](mailto:info@maximumcheeranddance.com)

CHEER DANCE COMPETITIONS Multiple Cities – United States

**SUBMISSION DEADLINE:** April 1st, 2022 **QUESTION SUBMISSION DEADLINE:** April 1st, 2022

## **INTRODUCTION**

Maximum Cheer and Dance invites and welcomes proposals for their Cheer & Dance Competitions. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the “SUBMISSION DEADLINE”.

## **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are assigned contacts for the following:

For questions or information regarding, contact:

**Name:** Ryan Batchelor

**Title:** Executive Director

**Phone:** 424-262-9263

**Email:** [info@maximumcheeranddance.com](mailto:info@maximumcheeranddance.com)

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to provide the most comfortable and exhilarating tournament experience to all athletes, coaches, and spectators. We’ve successfully hosted 58 events with our 2,000- 5,000 athletes in 21 cities and we are looking to increase those numbers in 2022 and beyond.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

- A 25,000 - 150,000 SF, unobstructed, limited requirement union or non-union event space with 25 FT ceilings or higher.
- Preferably connected to a hotel or casino for convenience and entertainment.
- All events will be held on a Saturday and/or Sunday between November and May.
- Our load ins will be on Thursday or Friday
- There is no food and beverage minimum or F&B discounts rental
- Regarding hotels, we will need approximately 200-400 rooms per night at a \$99-\$199 rate with a 10% commission and \$10 rebate coming back. A 30:1 comp ratio is favored.
- For our event staff, we request:
  - - A discounted staff rate that is non-commissionable
  - - 3 staff suites complimentary outside a block
  - - 5 complimentary picks up and drop offs from airport
  - - Meeting planner point for rooms booked.

## **PROJECT PROPOSAL EXPECTATIONS**

Maximum Cheer and Dance shall award the contract to the proposal that best accommodates the various project requirements. Maximum Cheer and Dance reserves the right to award any contract prior to the proposal deadline stated within the “Scheduled Timeline” or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Maximum Cheer and Dance or to any Bidder offering or submitting a proposal.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon the information provided in the submitted proposal.

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder’s alleged performance effectiveness of their proposal’s solution regarding the Project Objective of Maximum Cheer and Dance.
- Bidder’s performance history and alleged ability to timely deliver proposed services.
- Bidder’s ability to provide and deliver qualified personnel having the knowledge and skills
- Required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Maximum Cheer and Dance *shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.*

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

- Bidder’s Name(s)
- Bidder’s Address
- Bidder’s Contact Information (and preferred method of communication)
- Date Bidder’s Company Formed
- Description of the Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder’s Federal Employee Identification Number (FEIN)
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal
- Organization chart showing key personnel that would provide services to Maximum Cheer and Dance

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.